



CREVE COEUR POLICE DEPARTMENT

INTERNSHIP PROGRAM



DESCRIPTION OF INTERNSHIP PROGRAM

The Creve Coeur Police Department's Internship Program is intended to provide a comprehensive overview of the law enforcement process for full-time college students in junior or senior status. The Creve Coeur Police Intern will receive exposure to an extensive array of Department resources in each of the Police Department's Divisions. Interns will Ride-On-Patrol with each patrol shift as well as spend time with the Traffic Officers, Crime Prevention Officer, SRO, Dispatch Center, Detective Bureau and Administrative Services.

These assignments will allow the intern to become familiar with the various Department elements while assisting these elements in their functions. The Creve Coeur Police Department is able to offer a diverse experience and a thorough introduction to numerous aspects involved in policing.

MINIMUM REQUIREMENTS

EDUCATION STATUS/EXPERIENCE: The ideal applicant would be a full-time student with junior or senior status at an accredited college or university. Each applicant should have a minimum 2.5 cumulative grade point average (GPA) on a 4.0 scale and a strong interest in a career in law enforcement.

ARREST RECORD: The applicant must be free from any Felony and Class "A" Misdemeanor convictions and be able to pass the FBI's CJI screening (criminal background and fingerprint checks).

COMPETITIVE SELECTION PROCESS

Under the regulations of the Police Department, all selections to the Creve Coeur Police Department Internship Program are made on the basis of an open, competitive selection process conducted under the supervision of the Administrative Services Commander, or her/his designee. Each applicant must successfully complete each stage of the selection process before becoming eligible to proceed to the next step. The selection steps, in their order, are as follows:

ACADEMIC REFERRAL & APPLICATION: Submit a written referral from the College/University Internship Coordinator, Advisor or Facilitator along with a Creve Coeur Police Internship Application.

PRELIMINARY REVIEW: A review and detailed evaluation of the Internship Application and supporting documents will be conducted to determine if applicant meets the minimum recommended requirements for the position. A Police record check will also be conducted.

BACKGROUND INVESTIGATION: A brief background investigation will be conducted on all internship applicants. This investigation may include all of the following: past employment record and reputation, personal and academic references, academic integrity, student standard of conduct, military record, and criminal history (when applicable).

COORDINATOR'S INTERVIEW: A further evaluation to determine the candidate's overall fitness for the position, including professional appearance, self-expression, mental alertness and suitability for internship duties as well as the candidate's educational record and interest level in a law enforcement career.

CHIEF'S APPROVAL: A recommendation to accept an applicant into the program will be made by the Administrative Services Commander, or her/his designee, to the Chief of Police.

PARTICIPATION IN THE PROGRAM

ATTIRE: Interns shall wear at a minimum, business casual pants/slacks, collared shirts and closed-toe shoes. Sneakers, sandals and tactical/military/police attire is not permitted.



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SCHEDULING: Following the approval of the Chief of Police, the Administrative Services Commander, or her/his designee, will coordinate the scheduling and assignments with the intern and Department personnel.

RESTRICTIONS: Interns are not employees of the City or Department and have no police authority or arrest powers. Interns shall follow the orders of Supervisors and assigned Officers. Interns are not allowed to carry firearms. Interns shall not represent themselves as a spokesperson for the Department and shall not:

1. Address any public gathering, or bystanders;
2. Appear on a radio or television program;
3. Write an article or manuscript for publication;
4. Use any City/Department equipment or logos for personal, social, or unofficial purposes.
5. Use personal electronic devices (to include cell phones) to photograph or record (audio or video) official Department activities, conversations, or to store Department documents or recordings. Any personal electronics carried while interning are subject to inspection and review of any contents.

PROGRAM COMPLETION: The Supervisor of the intern will provide written notification to the appropriate academic personnel that the intern has or has not successfully completed the program.

APPLICATION DEADLINES

Spring Internship (Jan-May) – deadline is November 15

Summer Internship (May-Aug) – deadline is April 15

Fall Internship (Sept-Dec) – deadline is July 31st.

To receive an application or if you have any questions contact Captain Jon Romas at 314-2742110, or jromas@crevecoeurmo.gov.

AN EQUAL OPPORTUNITY EMPLOYER